The Town Of
Bridgeville
If You Lived Here, You Would Be Home Now

COMMISSION MEETING
MINUTES
June 13, 2022 – 7:00 P.M.
BRIDGEVILLE PUBLIC LIBRARY & ZOOM

A regularly scheduled meeting of the Commissioners of Bridgeville was held on June 13, 2022, at 7:00 PM, at the Bridgeville Public Library, and via Zoom. The following were present:

Tom Carey	President (Zoom)
Bruce Smith	President Pro Tempore
Marlene Saunders	Secretary
John Tomeski	Commissioner
Tom Moran	Commissioner
Bethany DeBussy	Town Manager
Burke Parke	Chief of Police
Dennis Schrader	Town Solicitor

CALL TO ORDER:

The meeting was called to order by President Pro Tempore Smith

QUORUM PRESENT:

President Pro Tempore Smith reported that a quorum was present to conduct Town business.

APPROVAL OF AGENDA:

A motion was made by Commissioner Moran and seconded by Commissioner Tomeski to approve the agenda. Motion carried: 5 Yes votes, 0 No votes.

APPROVAL OF MINUTES:

A motion was made by Commissioner Moran and seconded by Commissioner Tomeski to approve the minutes from the May 09th Commission Meeting. Motion carried: 5 Yes votes, 0 No Votes.

A motion was made by Commissioner Moran and seconded by Commissioner Tomeski to approve the minutes from the May 16th Commission Budget Workshop. Motion carried: 5 Yes votes, 0 No Votes.

A motion was made by Commissioner Moran and seconded by Commissioner Tomeski to approve the minutes from the May 18th Commission Budget Workshop. Motion carried: 5 Yes votes, 0 No Votes.

A motion was made by Commissioner Moran and seconded by Commissioner Tomeski to approve the minutes from May 23rd Commission Workshop. Motion carried: 5 Yes votes, 0 No Votes.

A motion was made by Commissioner Moran and seconded by Commissioner Carey to defer the minutes from the June 1st Commission Budget Workshop to be amended with Commissioner

Saunders comments regarding the placement of the Hometown Banners. Motion carried: 5 Yes votes, 0 No Votes.

A motion was made by Commissioner Carey and seconded by Commissioner Tomeski to approve the executive minutes from the June 1st Commission Budget Workshop. Motion carried: 5 Yes votes, 0 No Votes.

CORRESPONDENCE:

Town Manager DeBussy stated that the Town received an invitation for the Commissioners from the Town of Laurel for the Laurel Independence Day on Monday, July 4th.

Town Manager DeBussy stated that the Town received a thank you letter from the Mason Dixon Woodworkers for the donation in honor of William Jefferson.

Town Manager DeBussy stated that the Town received a thank you and a polite letter from Dottie Harper who is now retired from Brookfield.

Town Manager DeBussy stated that the Town received an anonymous letter regarding concerns about the placement of the banners and that they thought the Town decided to segregate the banners. Library Director and the Hometown Banner Coordinator Karen Johnson was present at the meeting and stated that she has reached out to the families and the ones that have responded are gratitude and Happiness where their families' flags were placed and that these flags were placed where the families requested them to be. Karen stated that they are only trying to respect the family's wishes that paid for the banners. Commissioner Saunders stated that the Banner Ceremony was beautiful, but she was shocked at the placement of the banners. Commissioner Saunders stated that the Town needs to be more sensitive with the times that we are in, but it never occurred to her that the banners were placed where the families that paid for them wanted them placed.

FINANCIALS STATEMENTS:

Town Manager DeBussy read the following information from the May Financial reports:

Balance Sheet-

- General Fund-$ 3,343,256.
- All Accounts - $ 6,435,632, (increase of $333,569 from April)
- Accounts Receivable - $171,739.54 (Note-Increase due to closeout/final billing for the wastewater plant to the Town of Greenwood.)
- All Accounts include ARPA Fund Balance, Monies held for H.S. Special Taxes, & Bond Bill Funding.
- May increase due to $253,141 received from Sussex County Realty Transfer Tax Grant and $108,860 Transfer Taxes.

Operating Budget Report -

- Total Income for the Year-to-date - $ 2,094,997.47 (Income at 93% of the budget)
- Total Expenses for the Year-to-date - $ 1,858,840.98
- Net Income - $236,156.49
- After 11 months, the Town should be at approximately 91.6% of its annual budget. Income is at 98.6% of the budget, and expenses are at 90.3% for the budget year.

Accounts Payable-

- The Town paid bills totaling $ 66,967.09 during May.

TOWN REPORTS:

Town Department reports and the Town Manager's report were reviewed and discussed by the Commissioners and Town Manager DeBussy.

CITIZENS PRIVILEGE:

Latoya Harris with Cornerstone Community Center thanked the Commissioners for all that they do and formally invited the Commissioners to the Juneteenth event that they are coordinating with the Library on June 18th at 3 PM.

OLD BUSINESS:

There was none.

NEW BUSINESS

FY23 Operating Budget

Town Manager DeBussy stated that the Commissioners have a copy of the FY 23 Operating Budget Resolution. Town Manager DeBussy stated that the Commissioners also have the Total Summary of the Department and the pay scales for the employees.

A motion was made to approve the FY23 Operating Budget Resolution. Carey; 2nd – Moran; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Ordinance- Cross Connection Control Program-Public Hearing (Second Reading)

Town Manager DeBussy stated that this is a Federal Requirement that must be in place by 2024 and that the town is getting a jump on it so they can do resident outreach. There was no one against or for the Ordinance from the public.

A motion was made to approve the Cross Connection Program Ordinance. Moran; 2nd – Tomeski; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Dangerous Buildings-Bridgeville Properties, LLC-Public Hearing

Town Manager DeBussy stated that the Commissioners have documentation regarding the two dwellings and that she has received a letter from the Town owner today regarding these buildings.

Solicitor Schrader opened the public hearing at 7:42 PM and closed at 7:43 PM. Town Manager DeBussy stated that she has spoken with the property owner due to the Certified letters being returned unclaimed. Town Manager DeBussy discussed the letter with the Commissioners and that the property owner stated they are in the process of demolishing the properties by working with the Bridgeville Fire Department to schedule control burnings. Town Manager DeBussy stated that within the Town years that she has been with the Town, she has tried working with

the property owner to schedule this and this is the first update that she has received. Commissioner Tomeski stated that he is unsure if the property has communicated with the Chief or not, but he will check with him and that there is also a burning ban currently until October 1st regardless. Town Manager DeBussy stated that there are DNREC permits that the property owner must obtain first, and she has not been provided with any. Solicitor Schrader stated that the property owner is not present at the meeting.

A motion was made to declare the properties at 18521 S. Main Street and 18505 S. Main Street dangerous and be demolished. Carey; 2nd – Moran; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Board of Adjustment Application/Appointment

Town Manager DeBussy stated that Peter Castelli has submitted a letter showing interest in joining the Board of Adjustment. Town Manager DeBussy stated that there was a notice put in the newsletter trying to get members and that there are applications coming in that will need to have Board of Adjustment meetings soon.

A motion was made to appoint Peter Castelli to the Board of Adjustment. Moran; 2nd – Saunders; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Economic Development Member Reappointments

Town Manager DeBussy stated that Richard Grinnell & Sue Greiner's terms expire on June 30th, and both have expressed interest to continue being a member of the Economic Development Committee.

A motion was made to reappoint Richard Grinnell & Sue Grenier to the Economic Development Committee. Carey; 2nd – Moran; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Grant-in-aid/Donations

Town Manager DeBussy stated that the town received a request from the Cornerstone Community Center asking for $700 and that they have been added to the Commissioner's spreadsheet.

A Motion was made to provide $1,025 to Cornerstone Community Center, with $ 150 coming from the funds of President Carey, $ 250 coming from the funds of Commissioner Smith, $ 200 coming from Commissioner Moran, $ 200 coming from the funds of Commissioner Saunders, $ 225 coming from the funds of Commissioner Tomeski, and to provide $225 to the Historical Society, $ 225 coming from the funds of Commissioner Tomeski. Carey; 2nd – Moran; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Misc.

There was nothing discussed.

INTRODUCTION OF RESOLUTIONS/ORDINANCES:

Commissioner Moran introduced the Redistricting Ordinance.

Commissioner Moran introduced the Conditional Use (Mini Storage)-18541 S Main Street Ordinance.

Commissioner Smith introduced the Conditional Uses in TC, C-1, and M-1 Zoning Districts Ordinance.

GOOD OF THE ORDER:

Commissioner Moran discussed trying to get the Economic Development Committee to get new businesses in Town. Town Manager DeBussy stated that the rooftop issue still exists even though the Town has grown but she said that there is growing interest in Commercial properties.

Commissioner Tomeski asked about Code Violations at 508 S. Cannon. Town Manager DeBussy stated that the Certified letters had gone out the prior week and that the settlement for that property has been pushed back.

EXECUTIVE SESSION-PERSONNEL & FINANCIAL STRATEGY

A motion was made to enter the Executive Session at 8:10 PM. Moran; 2nd – Tomeski; motion carried. 5 Yes votes, 0 No Votes.

The Commissioners exited Executive Session at 8:38 PM

ADJOURNMENT:

Motion to adjourn the meeting at 8:38 PM. Tomeski; 2nd – Moran; motion carried. 5 Yes votes, 0 No Votes.

Respectfully submitted,

Marlene Saunders, Commission Secretary

Ashley Walls, Transcriptionist